

STATE OF HAWAII — DEPARTMENT OF TAXATION  
GENERAL EXCISE/USE, EMPLOYER'S  
WITHHOLDING, TRANSIENT ACCOMMODATIONS  
AND RENTAL MOTOR VEHICLE &  
TOUR VEHICLE SURCHARGE

**TAX PAYMENT VOUCHER**  
**GENERAL INSTRUCTIONS**

**PURPOSE OF FORM**

Use this form when you send a payment to the Department of Taxation for your Form G-39, TA-1, TA-2, TA-8, HW-26, RV-2, RV-3 or RV-7 (or applicable amended returns for these returns, including amended returns Forms HW-20, and HW-23), or if you are submitting Form BB-1 or BB-1X. Using Form VP-1 allows us to process your payment accurately and efficiently.

**HOW TO COMPLETE FORM**

- 1) Print your name in the space provided.
- 2) Enter the last 4 digits of your FEIN or SSN in the space provided.
- 3) Check the appropriate "Tax Type" box.
- 4) Check the appropriate "Filing Type" box and fill in the period or year in the space provided.

If you are filing a Form BB-1 or BB-1X, check the box "License Fee". Enter the last day of your first filing period. (e.g., you are a calendar year quarterly filer and began business on January 21st, the period end date is 03/31/08)

If you are filing an extension (Form G-39, HW-26, TA-8 or RV-7) and you have a payment due with the form, check the "Annual" box and enter the appropriate dates.

- 5) Print your Hawaii Tax I.D. No. and the amount of your payment in the space provided. If you are applying for a new number, please leave this area blank.

- 6) Make your check or money order payable in U.S. dollars to the "**Hawaii State Tax Collector**". Make sure your name, tax type, filing period, and Hawaii Tax I.D. No. appear on your check or money order. Do not postdate your check. **Do not send cash.**

**WHERE TO FILE**

Detach Form VP-1 along the dotted line. Attach your payment and Form VP-1 to the front of your form and send to the appropriate mailing address based upon the type of form you are filing. The mailing addresses are as follows:

**GENERAL EXCISE TAX RETURNS**  
HAWAII DEPARTMENT OF TAXATION  
P.O. BOX 1425  
HONOLULU, HI 96806-1425

**WITHHOLDING TAX RETURNS**  
HAWAII DEPARTMENT OF TAXATION  
P.O. BOX 3827  
HONOLULU, HI 96812-3827

**TRANSIENT ACCOMMODATIONS TAX RETURNS**  
**RENTAL MOTOR VEHICLE & TOUR VEHICLE SURCHARGE TAX RETURNS**  
HAWAII DEPARTMENT OF TAXATION  
P.O. BOX 2430  
HONOLULU, HI 96804-2430

**FORMS BB-1 and BB-1X**  
HAWAII DEPARTMENT OF TAXATION  
P.O. Box 1425  
HONOLULU, HI 96806-1425

✂ - - - - - DETACH HERE - - - - - ✂

Form (REV. 2007)

**VP-1**

STATE OF HAWAII — DEPARTMENT OF TAXATION  
TAX PAYMENT VOUCHER

DO NOT SUBMIT PHOTOCOPIES OF THIS FORM



Last 4 Digits of Your FEIN or SSN: \_\_\_\_\_

Name (Please print): \_\_\_\_\_

Tax Type (check only 1)

- ☐ General Excise (GE)
- ☐ Transient Accommodations (TA)
- ☐ Hawaii Withholding (WH)
- ☐ Rental Motor & Tour Vehicle (RV)

Filing Type (check only 1)

- ☐ License Fee  
1st Period End (MM/DD/YY) \_\_\_\_\_
- ☐ Period  
Period Begin (MM/DD/YY) \_\_\_\_\_  
Period End (MM/DD/YY) \_\_\_\_\_
- ☐ Annual (Calendar or Fiscal Year)  
Tax Year Begin (MM/DD/YY) \_\_\_\_\_  
Tax Year End (MM/DD/YY) \_\_\_\_\_

DO NOT WRITE OR STAPLE IN THIS SPACE

Print the amount of your payment in the space provided. ATTACH THIS VOUCHER WITH CHECK OR MONEY ORDER PAYABLE TO "HAWAII STATE TAX COLLECTOR" Write the tax and filing types, and your Hawaii Tax I.D. Number on your check or money order.

Hawaii Tax I.D. Number

**W** -

Amount of Payment

\$ \_\_\_\_\_

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